

# amazonkindle

## FACULTY GUIDE

### Topics

- I. Introduction
- II. Helpful Shortcuts
- III. Highlights / Bookmarks / Clippings / Notes
- IV. Transferring Files
- V. Customer Service

### I. INTRODUCTION

Welcome! We are excited you have chosen the Amazon Kindle. The Kindle is a revolutionary wireless reading device that utilizes the latest technology to provide a more enjoyable reading and studying experience.

This manual will give you a brief introduction to some of the functionality of the Kindle and how it can be used in a classroom setting. For more information regarding device functionality and content navigation, please reference the Kindle User's Guide, which is installed on every device. In addition, the latest support information is always available on the web: [www.amazon.com/help](http://www.amazon.com/help).

For many existing customers, the Kindle has become a transformative device for both reading and studying; we have been inspired by the feedback we have received. At the same time, there will likely be some challenges associated with introducing brand new technology at school. Below are some of the advantages the Kindle offers, as well as some things to keep in mind as you and your students begin using the Kindle platform.

#### Benefits of the Kindle

- **Carry Everything:** Students and teachers can carry all their materials (up to 3500 books!) in a single device that weighs only 8.7 ounces (less than a single paperback!). No more overloaded backpacks and briefcases.
- **All-New, High-Contrast E-Ink Screen:** Paper-Like Screen with 50% better contrast than any other e-reader on the market. E-ink is easier on the eyes than a traditional LCD screen which allows for longer and more comfortable reading. It also lets you read in the sun without glare.
- **Bookmarks and Annotations:** By using the QWERTY keyboard, you can add annotations to text, just like you might write in the margins of a book. And because it is digital, you can edit, delete, and export your notes. You can highlight and clip key passages and bookmark pages for future use. You'll never need to bookmark your last place in the book, because Kindle remembers for you and always opens to the last page you read. You can also access your notes and highlights from the internet at any time at [kindle.amazon.com](http://kindle.amazon.com).
- **References at Your Fingertips:** The Kindle has a built-in dictionary, so students can look up any word instantly. Students can also jump directly to Google and Wikipedia, and use the web browser to access other reference websites.
- **Read Everywhere:** Your Kindle books can be read on Kindle, iPhone, iPad, PC, Mac, Android, and BlackBerry. Our Whispersync technology syncs your place across devices, so you can pick up where you left off. Note: Amazon accounts need to be setup on each unique device, so students may not be able to use this feature if they do not have account access.
- **Free 3G:** Free 3G wireless connectivity allows for seamless syncing of notes, bookmarks, and pages read across the devices registered to one account. Students can also access the internet from home for research and reference. No monthly payments, no annual contracts.
- **Built-In Wi-Fi:** In addition to the 3G wireless, you can connect to Wi-Fi hotspots.








- **Free Out-of-Copyright Books:** Over 1.8 million free, out-of-copyright, pre-1923 books are available such as *Pride and Prejudice*.
- **Amazing Battery Life:** A single charge lasts up to one month with wireless turned off.
- **Now Social Network Ready:** Share meaningful passages with friends and family with built-in Twitter and Facebook integration. *Note that this functionality can only be enabled if a default country is added to the account settings.*
- **Text-to-Speech:** With the Text-to-Speech feature, Kindle can read English newspapers, magazines, blogs, and books out loud to you, unless the book's rights holder made the feature unavailable. You can switch back and forth between reading and listening, and your spot is automatically saved. New Text-to-Speech enabled menus allow you to have the option of listening to content listings on the home screen, item descriptions, and all menu options.
- **Save Paper!** Every page you read on a Kindle is a page that does not have to be printed and later thrown away or recycled.

### Things to Remember




- **Device Maintenance:** While the Kindle has been user-tested in a variety of environments, it is important to remember that it is breakable. Please remind your students to take care when handling the device. Avoid water and keep liquids away from the device.
- **Kindle Store and Web Browser:** Kindle's experimental web browser and the Kindle Store do not have the ability to filter content. The Store has the complete Kindle catalog (though content cannot be purchased without a method of payment, some titles can be sampled) and the internet is unfiltered. This means students may be able to access adult content.
- **Functionality:** In the past, some students have commented that highlighting on the Kindle can seem less organic than on paper. Please remember that it can take time to get accustomed to new technology, especially with something as fundamental as reading. It is also important to keep in mind the benefits Kindle offers (e.g., ability to share and sync highlights, ability to search content) when evaluating challenges you might have. In general, though, we are always looking to improve the Kindle ecosystem and actively welcome any feedback via [kindle-feedback@amazon.com](mailto:kindle-feedback@amazon.com).
- **Locations vs. Page Numbers:** Kindle content uses Locations to describe positions within content. Many teachers and students are accustomed to page numbers, so it is important to explain how Locations work and to assist with the transition. Built-in functionality such as "Go to" can help with the transition.

## II. HELPFUL SHORTCUTS

### Keyboard Shortcuts:

- **Text-to-Speech:**  +  key to stop / start. Spacebar to pause or resume.
- **Add / delete bookmarks:**  + B or "double click" the 5-way in cursor mode.
- **Lower and uppercase letters:**  + letter.
- **Number:**  + number.
- **Screen shots:**  +  + G.

### Reading Shortcuts

- **To tweet or share a highlight in a book:** Alt  + Return .
- **Add or remove a bookmark:** Alt  + B.
- **Add annotation:** Press 5-way up or down to display a blinking cursor on the page. Move the cursor to a location on the page, then begin typing to create a note or click to start a highlight.
- **Navigate to beginning of the next or previous chapter, section, or article (in most, but not all content):** press the 5-way controller right or left.

## Search

- **There are two ways to access search:**
  1. Menu Button / Search
  2. Start typing a keyword using the keyboard
- Searching from the home page will search across your library
- Searching with an item open will limit the search to that item
- Moving the 5-way to the right 2 times allows you to search the Kindle Store, the Web, Wikipedia, the dictionary or your notes

## PDF Shortcuts

- **To shift the zoom:** Hold down the Shift key while using the 5-way controller to nudge up, down, left, or right

## Home Shortcuts

- If your Home page is sorted alphabetically by either Title or Author, press a letter key and then press the 5-way to go to the first item starting with that letter.

## Browser Shortcuts

- **Refresh:** press the Return key.
- **To return the zoomed-in view to normal size:** press the Back button. If the view is not zoomed-in, pressing the Back button displays the previous page in your browsing history.

## III. ANNOTATIONS: HIGHLIGHTS, BOOKMARKS, CLIPPINGS, NOTES

**To view your annotations:** Open your title, press the **Menu** button and select "My Notes & Marks."

### Adding Bookmarks

You can place a bookmark at any location. Select "My Notes & Marks" to return to any bookmarked location. Bookmarked pages have a "dog-ear" icon in the upper right corner.

#### **To place a bookmark:**

1. Go to the page that you want to bookmark.
2. Press the **Menu** button.
3. Highlight and select "Add a Bookmark" using the 5-way controller.

**Tip:** You can quickly create a bookmark by either holding down the Alt key and pressing the B key, or by moving the 5-way up or down to go into cursor mode and then pressing the 5-way controller twice.

#### **To view a bookmarked location:**

1. Press the **Menu** button and Select "My Notes & Marks."
2. Highlight and select the desired location from the list.

#### **To remove a bookmark:**

1. Go to the bookmarked page.
2. Press the **Menu** button.
3. Highlight and select "Delete Bookmark."

#### **To remove several bookmarks at one time:**

1. Press the **Menu** button and select "My Notes & Marks."
2. Underline the bookmark you want to remove with the 5-way controller.
3. Press the Delete key.
4. Repeat steps 2 and 3 to remove additional bookmarks.
5. Select "Close Notes & Marks" when finished.

### Highlighting Passages

You can highlight text in Kindle like you would use a highlighter pen on paper and view them at any time by pressing the **Menu** button and selecting "My Notes & Marks." The text you highlight appears with a gray underline.

#### **To highlight one or more lines:**

1. Use the 5-way to position the cursor where you want to start highlighting.
2. Press the 5-way to anchor the cursor.
3. Move the 5-way to select text. Use Next Page or Prev Pages to highlight text across multiple pages.
4. Press the 5-way at the place where you want the highlight to end.

#### **To remove a highlight:**

1. Press the **Menu** button and select "My Notes & Marks."
2. Underline the bookmark you want to remove with the 5-way controller.
3. Press the Delete key.

### Viewing Popular Highlights

Amazon displays Popular Highlights by combining the highlights of all Kindle customers and identifying the passages with the most highlights. Some books don't have enough highlighting in them to have Popular Highlights. Popular highlights are marked with a gray dashed underline in your reading.

#### **To view Popular Highlights:**

1. Open a book on your Kindle.
2. Press the **Menu** button and select "View Popular Highlights" from the options.

#### **To turn Popular Highlights on and off:**

1. Navigate to Kindle's Home screen and press the **Menu** button.
2. Select "Settings."
3. Select the desired option next to "Popular Highlights."

### Adding Notes

Kindle allows you to add comments, make notes, and mark up passages just as you might in a printed book.

#### **To add a note:**

1. Move the cursor to where you want to place a note using the 5-way controller.
2. Type your note.
3. Select "save note" at the bottom of the screen.

A superscripted number appears where you inserted your note. Notes are numbered in the order they appear in the content and update automatically if you add more.

#### **To edit or delete a note:**

1. Select the note's number using the 5-way controller so the note appears at the bottom of the screen.
2. Press the Return key to edit the note or the Delete key to delete the note.
3. Use the keyboard to make changes if editing.
4. Select "save note" to save any changes.

### Making Clippings

You can "clip" an entire periodical article and save it to the "My Clippings" file.

#### **To clip an article:**

1. Go to the article you want to clip.
2. Press the **Menu** button.
3. Select "Clip this Article."

**To view your clippings:**

1. Press the Home button to display the Home screen.
2. Select "My Clippings" from the Home screen.

**Editing the "My Clippings" File**

All of your bookmarks, highlights, notes, and clippings are stored in the "My Clippings" TXT file on your Kindle. You can transfer and copy the file to share and use your clippings.

**To transfer the "My Clippings" file and open it on your computer:**

1. Connect your Kindle to your computer using the USB cable.
2. Use your computer's file browser to view the Documents folder on Kindle.
3. Transfer the "My Clippings" file from Kindle to your computer.
4. Open the "My Clippings" file on your computer using an application that can read or import a .TXT file. .

**To change how your content is organized on the Home screen:**

1. Move the 5-way controller up to the top of the screen to underline the current Sort settings. By default, these are typically "Showing All Items" and "By Most Recent First."
2. Move the 5-way to the right to see additional Sort options.
3. Make your selection using the 5-way controller.

**Downloading Archived Content**

Kindle displays the items you've downloaded on the Home screen. If you have Kindle content stored in your Kindle Library that isn't displayed, you can download it from [your Kindle Library](#) on Amazon.com when connected to wireless.

To download Archived Items:

1. Select "Archived Items" from the Home screen or press the **Menu** button and select "View Archived Items."
2. Select the item from the Archived Items screen.

**IV. TRANSFERRING FILES**

As part of a unique partnership, Amazon will be automatically delivering textbooks Kindles for teachers, administration, and students. There is an approved process for uploading textbooks onto Kindle devices, and making changes when necessary. Please coordinate closely with your administration for any content changes required.

The sections below offer some additional information if you wish to manually load content. More detailed instructions are available at [www.amazon.com/help](http://www.amazon.com/help).

**Downloading Archived Items From Kindle**

Kindle displays the items you've downloaded on the Home screen. If you have Kindle content stored in your Kindle Library that isn't displayed, you can download it from Archived Items when your Kindle's wireless connection is turned on. Your purchases are also available for download on the [Manage Your Kindle](#) page. Additional information is available on the [Your Kindle Library Content](#) Help page.

**To download archived items:**

1. Select "Archived Items" from the Home screen or "View Archived Items" from the menu.
2. Select the item from the Archived Items screen.

## **Transferring Files Via USB**

Both Macintosh and Windows users can download and transfer Kindle content, personal documents, and MP3 and Audible files from their computers to their Kindles through the USB connection. When your Kindle is plugged into your computer, your Kindle will appear as a removable mass-storage device.

### **To connect Kindle to your computer:**

1. Plug the larger end of the USB cable into an available USB port or a powered USB hub connected to your computer.
2. Connect the other end of the USB cable to the micro-USB port on the bottom of your Kindle.

When connected to your PC, your Kindle will go into USB drive mode and its battery will be recharged by the computer. Your wireless service is temporarily shut off and you will not receive any of your subscriptions while in this mode. Also, your Kindle is not usable as a reading device while you are in USB drive mode, but will return right to where you were when you undock the device from your computer.

### **To move files to and from Kindle:**

1. Connect your Kindle to your computer as described above. Your Kindle should appear on your computer in the same location you would normally find an external USB drive.
2. Use your computer's file browser to drag and drop files to and from Kindle.
3. When finished, eject or unmount your Kindle.

Remember, Kindle will only recognize transferred files if:

- File types are listed in the Files Kindle Recognizes section below.
- Files are transferred to the correct folder for their type.
- Files are free of digital rights management software.

## **Sending Personal Documents to Kindle**

Kindle makes it easy to take your personal documents with you. Each Kindle has a unique and customizable e-mail address you can set on your [Manage Your Kindle](#) page. You can send unprotected Microsoft Word, PDF, HTML, TXT, RTF, JPEG, GIF, PNG, BMP, PRC and MOBI files to your Kindle e-mail.

To access your personal documents on your Kindle, send attachments to your Kindle's e-mail address ("[name](#)"@free.kindle.com). The files will be sent to your Kindle via the Wi-Fi connection and also to the e-mail address associated with your Amazon.com account at no charge.

To have your PDF documents converted to Kindle format so you can take advantage of functionality such as variable font size, annotation, Text-to-Speech, etc., type "Convert" in the subject of the e-mail when you submit your personal document to "[name](#)"@free.kindle.com. Image-heavy PDF files are presented in landscape orientation and don't work with devices that have auto-rotation, so those will be delivered in the Kindle format.

You can also transfer personal documents to your Kindle at no charge using your USB connection.

### **Using your Kindle's e-mail address:**

When you register your Kindle, you'll automatically set up two e-mail addresses you'll use to send files to your Kindle: "[name](#)"@free.kindle.com and "[name](#)"@kindle.com. You can find this address from your Kindle's Home screen: Press the **Menu** button and select Settings. Your Kindle's "[name](#)"@kindle.com e-mail address is listed under Device E-mail. Use the same name to also send documents to your Kindle at "[name](#)"@free.kindle.com .

In general, send personal documents to your "[name](#)"@free.kindle.com address to wirelessly transfer personal documents to your Kindle over Wi-Fi as well as to the e-mail address associated with your Amazon.com account at no charge.

If you are not able to connect your Kindle via Wi-Fi, send your documents to your ["name"@kindle.com](mailto:name@kindle.com) address. The files will be sent to your Kindle over Wi-Fi if available. If Wi-Fi is not available, the files will be sent via 3G for a [small fee](#).

1. To edit your Kindle's e-mail address: Visit the [Manage Your Kindle](#) page.
2. Sign-in to your Amazon.com account.
3. In the Your Kindle(s) section, select "Edit Info."
4. In the Kindle E-mail Address text field, change the first part of the e-mail address to what you would like it to be. The @free.kindle.com and the @kindle.com will automatically be appended.
5. Select "Update information" to save your changes and close the text entry box.

**To set up approved "From" e-mail addresses:**

1. Visit the [Manage Your Kindle](#) page.
2. Sign-in to your Amazon.com account.
3. In the "Your Kindle approved e-mail list" section, enter the e-mail address and select "Add Address."

**To send your personal documents:**

1. Attach your document to a new e-mail or forward an existing e-mail that has a document attached. A subject is not necessary, unless you want to convert your PDF documents to the Kindle format. To convert your PDF document to the Kindle format, add →convert→ in the subject line.
2. Send the e-mail to your Kindle e-mail address for wireless delivery directly to your Kindle; If your Kindle has Wi-Fi enabled, it will be delivered to your Kindle at no charge. A [small fee](#) will be charged for the wireless delivery over 3G.
3. Personal documents in supported file formats smaller than 5 MB sent to "name"@free.kindle.com are typically delivered to your e-mail address and to your Kindle, if your Kindle's Wi-Fi is connected, within five minutes (per document). Personal documents larger than 5 MB may take longer.
4. Personal documents in supported file formats smaller than 5 MB sent to "name"@free.kindle.com are typically ready for wireless auto-delivery to your Kindle within five minutes (per document), not including actual wireless download time, which will vary with file size. Personal documents larger than 5 MB may take longer.
5. Personal documents in some file formats (such as PDF files) may take longer.
6. Your e-mail provider may have additional limitations on file size.

**Keep in mind:**

- The file size of each personal document should be 50MB or less (before compression in a ZIP).
- The submitted e-mail should contain no more than 25 attached personal documents.
- The submitted e-mail should target less than 15 distinct Kindles.

## V. CUSTOMER SERVICE

We hope you enjoy your Kindle experience! If any issues or concerns arise, please contact customer service via [www.amazon.com/help](http://www.amazon.com/help). We welcome your feedback about your experience via [kindle-feedback@amazon.com](mailto:kindle-feedback@amazon.com).